

# Special Events Coverage for Third Party Events Held at the: University of Dayton, 300 College Park, Dayton, Ohio

Any third party wanting to use the University of Dayton facilities must carry liability insurance. The University of Dayton recommends using the **TULIP** to third parties who have no liability insurance. The **TULIP** is a Tenants' and Users' Liability Insurance Policy that provides special event liability coverage. It is designed for third party users who do not carry liability insurance and is offered at a low cost. It protects both the institution user (the third party) and the institution against claims by third parties who may be injured or experience damage to property as a result of participating in an event. For all events, the University of Dayton should be named as Additional Insured.

## Instructions to access TULIP:

*If you have any questions while completing this process, please contact:*

### University of Dayton

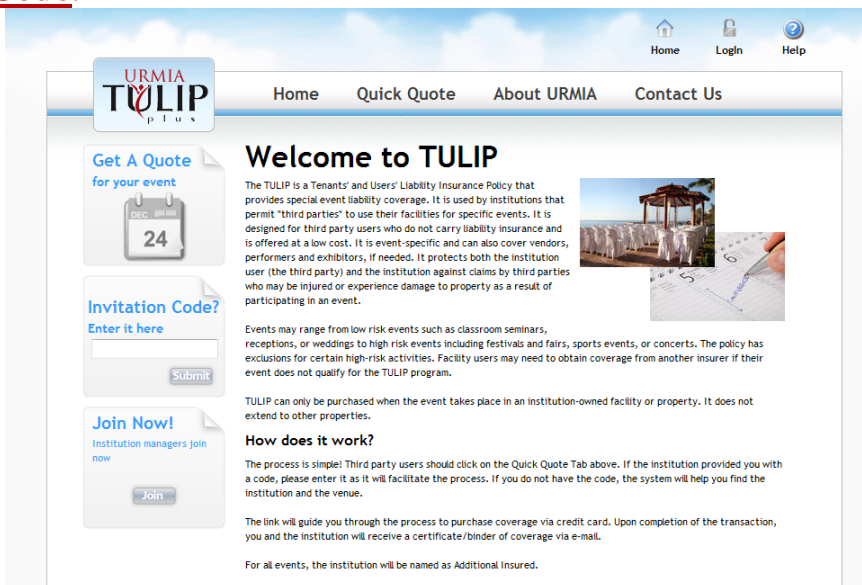
Facilities Management  
Environmental Health & Safety/Risk Management (EH&S/RM)  
937 229 4503 (p) / 937 229 4395 (f)

-or-

### Arthur J Gallagher Risk Management Services, Inc.

Anita Bruner, Account Representative  
303 889 2574 (p) / 303 889 2575 (f)

1. Access the website for **TULIP** at: <https://tulip.ajgrms.com/>. Then select the tab: **Get A Quote for your event** which is located on the left side at the top. Disregard **Invitation Code**.



2. You will then be taken to the **Select the Location of Your Event** screen. Select the arrow on the right and then scroll down and select **Ohio**. Disregard the section **Or Search for your location by code**.

## Select The Location Of Your Event

Select the state in which the event will be held

Or Search for your location by code

Begin typing your location code and selectable results will appear

3. Next, a new selection box will appear which asks you to **Select the Location** screen. Using the arrow on the right, scroll down and select **University of Dayton**. Then, select the **Next** button located at the bottom of the page.

URMIA TULIP plus

Home Quick Quote About URMIA Contact Us

Get A Quote for your event

Location & Venue >  
Dates & Attendees >  
Pick the Event Type >  
Coverage Options >  
Premium Quote >  
Purchase Coverage >

Invitation Code?  
Enter it here  
Submit

### Select The Location Of Your Event

Select the state in which the event will be held  
Ohio

Select the Location  
-- Select Institution --

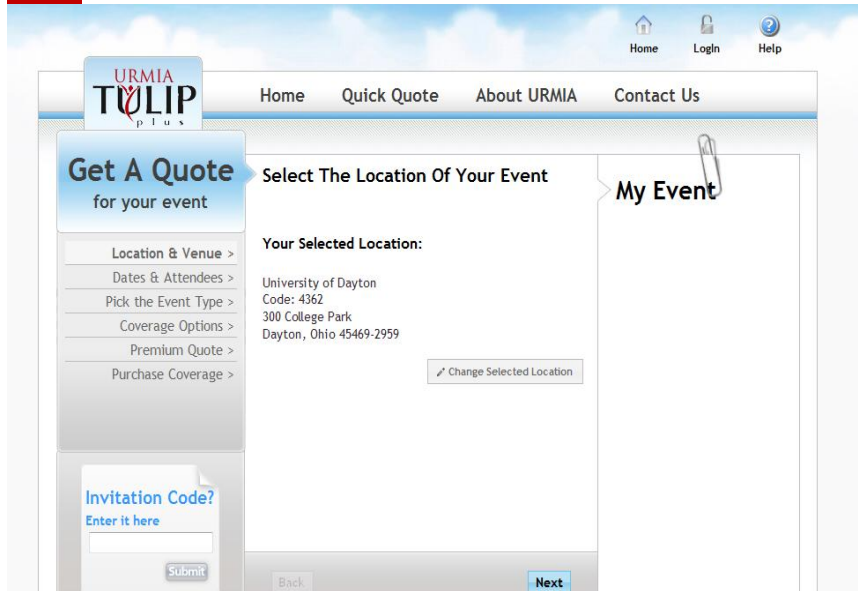
Or Search for your location by code  
Begin typing your location code and selectable results will appear

My Event

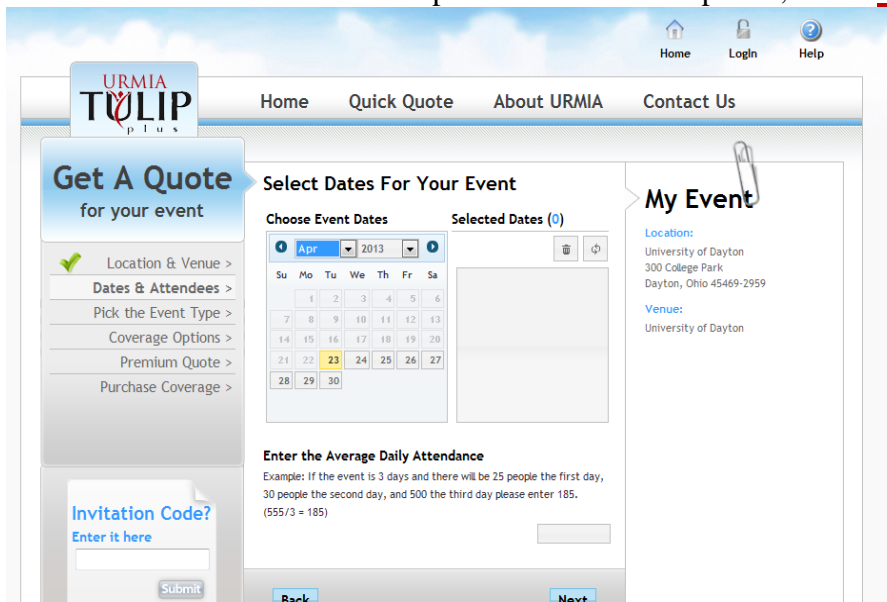
Back Next

New Selection Box

4. You will then be taken to the screen below which displays the location of your event, which you selected in No. 3. If you need to change the location, you can make the change here. Select **Change Selected Location** listed underneath the location. If no change is needed, select **Next**.



5. You will then be taken to the **Select Dates for Your Event** screen. Use the calendar provided, click on your event date(s). After you select the date(s), the date(s) will appear on the right side of the calendar, under **Selected Dates**. Review the date(s) to make sure that they are correct. Next, **Enter the Average Daily Attendance** for the event, which is listed below the calendar. Follow the instructions provided. When completed, select **Next**.



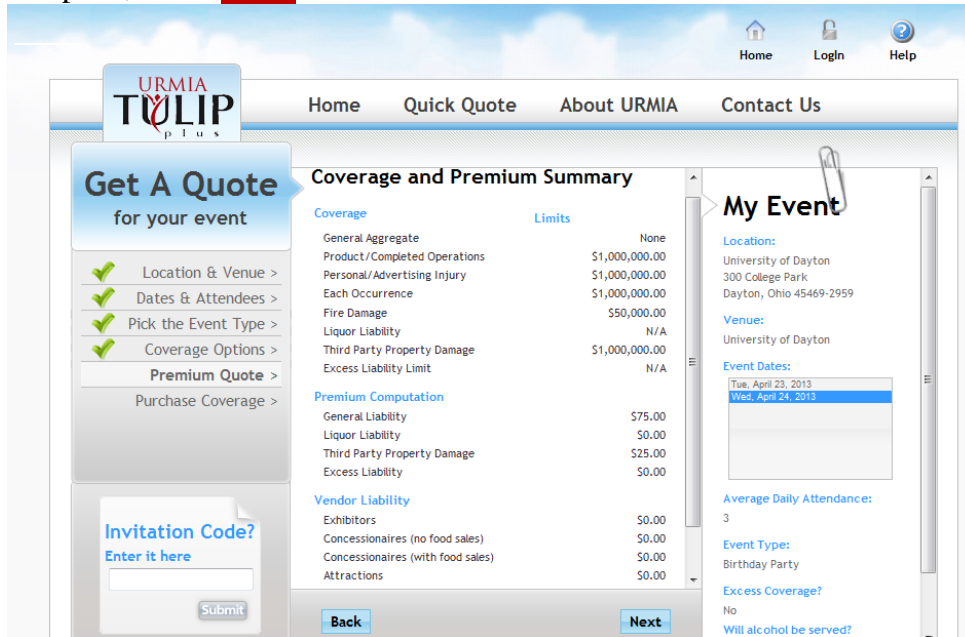
6. You will then be taken to the **Select Your Event Type** screen. Using the arrow on the right, scroll down the list and select your event type. Then, select **Next**.

The screenshot shows the 'Select Your Event Type' screen. On the left is a 'Get A Quote for your event' sidebar with a checklist: 'Location & Venue >', 'Dates & Attendees >', 'Pick the Event Type >', 'Coverage Options >', 'Premium Quote >', and 'Purchase Coverage >'. Below the checklist is an 'Invitation Code?' section with a text input field and a 'Submit' button. The main content area has a header 'Select Your Event Type' and a sub-header 'Select your event type from the list:'. Below this is a dropdown menu showing '-- Select Event Type --'. A second sub-header reads 'Or Search for your event type: Begin typing your search text and selectable results will appear', followed by a search input field. At the bottom of the main area are 'Back' and 'Next' buttons. On the right is a 'My Event' sidebar with fields for 'Location:' (University of Dayton, 300 College Park, Dayton, Ohio 45469-2959), 'Venue:' (University of Dayton), 'Event Dates:' (a calendar showing 'Tue, April 23, 2013' and 'Wed, April 24, 2013'), and 'Average Daily Attendance:' (3).

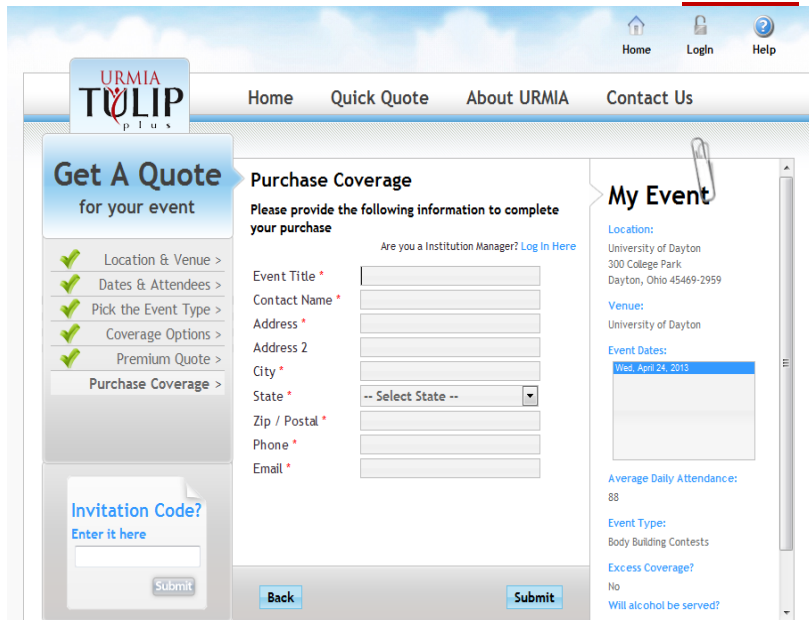
7. You will then be taken to the **Select Additional Coverage Options for your Event** screen. Make your selections and then select **Next**.

The screenshot shows the 'Select Additional Coverage Options for your Event' screen. The left sidebar is identical to the previous screen. The main content area has a header 'Select Additional Coverage Options for your Event' and three sections: 1) 'Would you like excess coverage?' with radio buttons for 'Yes' and 'No' (selected); 2) 'Will alcohol be sold during the event?' with a sub-note 'This includes cash bars, charity events where tickets are sold, etc. By selecting Yes you will be purchasing additional Liquor Liability coverage.' and radio buttons for 'Yes' and 'No' (selected); 3) 'Vendors, Exhibitors, or Performers' with a sub-note 'Are you responsible for covering vendors or exhibitors for your event (caterer/concessionaire, DJs, booth exhibitor, etc.)?' and radio buttons for 'Yes' and 'No' (selected). At the bottom are 'Back' and 'Next' buttons. The right 'My Event' sidebar is identical to the previous screen, but the 'Event Type:' field now shows 'Birthday Party'.

8. You will then be taken to the **Coverage and Premium Summary** screen. This screen lists the coverage you will be purchasing. Using the scroll bar on the side of the **Coverage and Premium Summary** window, move down to see the complete list of the insurance coverage, the limit amounts you will be purchasing and the total premium and fees. When your review is complete, select **Next**.



9. You will then be taken to the **Purchase Coverage** screen. Please complete. Review the information to make sure that is correct. Then select **Submit**.



10. You will then be taken to the **Payment Method** screen. Choose a payment method.

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Please complete all bolded fields and click Process Transaction.

**Payment Method**

Please choose a payment method.

Credit Card     Online Check

11. Then the **Payment Method** screen will expand to include the **Payment Details**. This is a secured screen. It will prompt you to provide your credit card number or the routing number for your online check. Follow the directions to complete.

ARTHUR J GALLAGHER RISK

Please complete all bolded fields and click Process Transaction.

**Payment Method**

Please choose a payment method.

Credit Card     Online Check

**Payment Details**

Transaction Amount:  
Order ID:

Please complete the following details exactly as they appear on your check.

\*Check Routing Num:  ?

\*Check Account Num:  ?

Check Number:  ?

\*Account Type:

**Payment Authorization**

I agree to the terms and conditions of the [Payment Authorization Agreement](#).

Click 'Process Transaction' to charge your account. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.